



WASEEM RAFIQ

Committed Lecturer with more than 10 years in mentoring and educating graduates, professional aspirants and developing organizational employees. Willing and motivated to excel in human resource development and learning by offering excellent technical abilities with software and applications, ability to handle challenging work, and excellent time management skills.

Experience

Alhamd Islamic University

Lecturer April 2016- March 2023

- Deliver engaging lectures
- Design curriculum and course materials
- Utilize effective teaching methodologies
- Assess student performance
- Stay updated and integrate industry practices
- Mentor and advise students
- Engage in scholarly activities
- Collaborate and contribute to departmental initiatives

Abasyn University Islamabad Campus

Lecturer Mar 2012-Mar 15

- Develop and update course materials, including syllabi, lesson plans, and instructional materials, ensuring alignment with program objectives and industry trends
- Utilize effective teaching methodologies, techniques, and technologies to enhance student learning and promote critical thinking and problem-solving skills
- Evaluate and assess student performance through examinations, assignments, projects, and other assessment methods, providing constructive feedback to facilitate their academic growth.

Fatima Jinnah Women University, FJWU

Visiting Lecturer Aug 2018-Dec 2019

- Deliver engaging lecturer
- Develop course materials
- Support students learning
- Stay updated with industry development
- Foster students' engagements

Personal Information

Address

street 33A house no.
77B I-10/2 Islamabad
Islamabad Pakistan

Date of Birth

10/11/1984

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CNIC Number

82303-6295377-5

Education

PhD in Business Administration

(Coursework & Comprehensive clear) (Alhamd Islamic university, Islamabad, Pakistan) 2021 – CONTINUE

M.Phil in Business

Administration (University of Lahore, Pakistan)

2014 - 2016

MBA (HRM)

Federal Urdu university of art and science

2007 - 2009

International Islamic University

Visiting Lecturer Mar 2016-Feb 2017

- Prepare and deliver dynamic and interactive lectures on various management science topics, such as decision-making, operations management, supply chain, strategic management, and other relevant subjects
- Utilize effective teaching strategies, techniques, and visual aids to facilitate student understanding, engagement, and critical thinking
- Foster an inclusive and supportive learning environment where students can thrive academically and personally
- Provide guidance, mentorship, and academic support to students through office hours, individual consultations, and timely feedback on assignments and exams.

Punjab Group of colleges, Rawalakot

Director Campus Jul 2011-May 2012

- Managing the Campus
- Looking after Admissions department
- Looking after Marketing department
- Signing Memorandum of Understanding (MoU) with corporates
- Conducting training sessions for all the employees
- Conducting CSR activities
- Helping HR in hiring and recruitment process
- Organizing events

University of Poonch, Rawalakot

Visiting Lecturer Mar 2011-April 2012

- Develop and update course materials, including syllabi, lesson plans, and instructional materials, ensuring alignment with program objectives and industry trends
- Participate in academic committees, departmental meetings, and other institutional activities to contribute to the overall growth and development of the institution.

Bahria Town

Assistant HR Manager June 2008-July 2010

- HR Operations: Assist in the day-to-day HR operations
- Recruitment and Selection
- Employee Relations
- Training and Development
- HR Policies and Compliance

Social Activities

Book clubs,
Trips and
Tours,
Sporting
events,

Yoga,
Technology
workshops,
Swimming,
Mentoring/

coaching,
Shooting, car
shows, . .
marketing
gala.

Teaching/Training Experience

- Supervised above 90 Thesis of the students of BBA/MBA/MS.
- Supervised more than hundred business plans out of which many are running successfully
- Enabled Students startups successfully

Activities and Honors

- Member, Alumni Association
- Member, Small Business Association (2018 - present)

- Employee Benefits and Compensation
- HR Reporting and Analytics

TMUC Islamabad

National Qualification Coordinator/lecturer

Aug 2021-May 2022

- Coordination and Facilitation
- Compliance and Quality Assurance
- Stakeholder Management
- Proficiency in documentation and report writing, with strong IT skills and proficiency in relevant software applications.

Additional Information

Participated/Attended

- Speaker during Kamyabi Summit 2018 on a topic: “Importance of Education for Entrepreneurs: What, Why and Where?”, 9th April, 2018.
- Participated in an International Workshop on “Mastering Research Tools- Research Made Easy” organized by Research Center for Training & Development (RCTD), 4th and 5th of Dec, 2013.
- Participated in an International Research Workshop on “Analysis for Research: The Descriptive, Exploratory, Inferential, Predictive and Causal Analysis” organized by Research Center for Training & Development (RCTD), 30th and 31st of July, 2013.
- Participated in an International Research Workshop on “Literature Searching, Developing Literature Review and Data Analysis for Researcher” organized by Research Center for Training & Development (RCTD), 26th and 27th of June, 2013.
- Attended a Workshop on “Result Based Management” Organized by AHK National Centre for Rural Development and Municipal Administration, 21-23, Feb 2011.
- Attended a Conference on “International Conference on Business Ethics and Employee Relations” organized by International Riphah University, Islamabad, 8-9 Feb, 2011.

Certifications

- Association for Project Management (APM)
- Certified Trainer, Qasim Ali Shah Foundation - 2019

Publications:

Rafiq, W (2021).
“Intellectual brain drains and economic growth: A theoretical solution of strategic compensation”, Bahria University Journal of Management & Technology (BJMT).

Working Papers

- Stress management in post pandemic era, A cross sectional study of higher educational institutes.
- Reducing Recruitment Bias using Artificial intelligence, A configurational Analysis.
- Unhappy marriage of politics and religion, past present and future outcomes.
- Sustainability Crisis and customer brand preferences, A cross sectional study of brand determinants in crisis.
- Sustainability Crisis and customer brand preferences, A cross

Consultancies

- Conducted a survey on “Family Planning Expenditure” from the main districts of Pakistan, as a consultant of UK based organization “Population Council”, in collaboration with UNFPA & NIDI, 19.
- “Report on Performance of Anti-Corruption Organizations of Pakistan”, Governance Institutions Network International (GINI), Islamabad, 09.
- “Technology Development and Industrialization in Developing Nations”, A study for CRSS, Jun 18.
- “Employee Opinion Survey”, A Project of Hashoo Group, Islamabad, Dec 06 to Feb 07.
- “Understand Access issues in Higher Education in Public and Private Universities in Pakistan”, Research commissioned by the University of Massachusetts, Amherst, Dec 08 – Jan 09.

F.M Radio Programs Series:

بڑی منزلوں کے مسافر

Sessions given to students of different institutes and universities

Skills

- Academic Publication
- Public Speaking
- Academic Advisement
- Student Performance Evaluation
- Lesson Planning
- Research and Writing
- Audience Engagement
- Student Evaluation
- Distance Learning Tools
- Issue Resolution
- Reliable & Trustworthy
- People Skills
- Learning Management Interfaces
- Online Class Discussion
- Faculty Meeting Participation

References

Academic Reference

Dr. Mudassar Ali (CUST)

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0332-5178994

Industry Reference

Brig Muhammad Pervez Khan

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0300-9805958